



# RECORDS RETENTION AND DISPOSITION SCHEDULE

## Court Reporter, Supreme And Appellate Courts

Agency: Court Reporter Supreme And Appellate Courts Division:			
ITEM NO.	RECORD SERIES	TITLE/DESCRIPTION (This Retention Schedule is approved on a space-available basis)	RETENTION PERIOD
1	81-601	<b>CUMULATIVE INDEX FOR INDIANA REPORTS</b>	DESTROY upon publication of the ten (10) volume cumulative index.
2	81-602	<b>APPROPRIATION AND ALLOTMENT LEDGER</b>	DESTROY after receipt of STATE BOARD OF ACCOUNTS Audit Report and satisfaction of unsettled charges.
3	81-603	<b>RECEIPTS OF SALES</b>	DESTROY after receipt of STATE BOARD OF ACCOUNTS Audit Report and satisfaction of unsettled charges.
4	81-604	<b>STATEMENTS OF EXPENDITURES AND ENCUMBRANCES BY OBJECT CLASSIFICATION</b> This report is a printout.	DESTROY after receipt of STATE BOARD OF ACCOUNTS Audit Report and satisfaction of unsettled charges.
5	81-605	<b>STATEMENTS OF UNLIQUIDATED OBLIGATIONS</b> This report is a printout.	DESTROY after receipt of STATE BOARD OF ACCOUNTS Audit Report and satisfaction of unsettled charges.
6	81-606	<b>STATEMENTS OF ALLOTMENT ACCOUNTS</b> This report is a printout.	DESTROY after receipt of STATE BOARD OF ACCOUNTS Audit Report and satisfaction of unsettled charges.
7	81-607	<b>DAILY APPROPRIATIONS AND ALLOTMENTS</b>	DESTROY after receipt of STATE BOARD OF ACCOUNTS Audit Report and satisfaction of unsettled charges.
8	81-608	<b>STATEMENTS OF OFFICE REQUISITIONS</b> File consists of claim vouchers, purchase orders, voucher abstracts, etc.	DESTROY after receipt of STATE BOARD OF ACCOUNTS Audit Report and satisfaction of unsettled charges.
9	81-609	<b>RECEIPT BOOKS</b>	DESTROY after receipt of STATE BOARD OF ACCOUNTS Audit Report and satisfaction of unsettled charges.
10	81-610	<b>ADVICE OF ALLOTMENT</b>	DESTROY after receipt of STATE BOARD OF ACCOUNTS Audit Report and satisfaction of unsettled charges.
11	81-611	<b>PERSONNEL FILES - ACTIVE</b>	TRANSFER to Inactive upon termination of the employee
12	81-612	<b>PERSONNEL FILES - INACTIVE</b>	DESTROY after receipt of STATE BOARD OF ACCOUNTS Audit Report and satisfaction of unsettled charges.
13	81-613	<b>ACKNOWLEDGEMENT OF FREE BOOKS</b>	RETAIN until after receipt of STATE BOARD OF ACCOUNTS Audit Report and satisfaction of unsettled charges.
14	81-614	<b>CORRESPONDENCE</b>	TRANSFER to the INDIANA ARCHIVES, at the end of the term of office.
15	84-1000	<b>INVOICE</b> This is the pink copy of Form F-RSCA-1 (SBA). It shows the name of the purchaser, amount of volumes purchased, amount paid. This information is then transcribed into the Invoice Ledger.	DESTROY after receipt of STATE BOARD OF ACCOUNTS Audit Report and satisfaction of unsettled charges.
16	84-1001	<b>INVOICE LEDGER</b> This shows the volumes purchased by a buyer, the number purchased, and that the money was deposited in the General Fund.	DESTROY after receipt of STATE BOARD OF ACCOUNTS Audit Report and satisfaction of unsettled charges.
17	84-1002	<b>DISPOSITION LEDGER</b> Essentially, this ledger is an inventory of all volumes of Reports. Shows number of volumes sold, donated or replaced, amounts received, etc.	TRANSFER to the Indiana Archives, upon termination of the agency.
18	84-1003	<b>COMPUTER PRINTOUTS</b> Printouts are of the Appropriation and Allotment Activity, and Revenue Activity Detail.	DESTROY after receipt of STATE BOARD OF ACCOUNTS Audit Report and satisfaction of unsettled charges.

19	84-1004	<b>VOLUME COMPILATION MATERIALS</b> File includes items to compile a volume such as copies of the opinions, headnotes, galley sheets, page proofs, final page proofs, and press proofs.	TRANSFER to the INDIANA ARCHIVES, for EVALUATION, SAMPLING or WEEDING pursuant to archival principles; upon termination of the agency.
20	84-1140	<b>REPORTS OF THE SUPREME AND APPELLATE COURTS</b>	TRANSFER one (1) copy of each volume to the SUPREME COURT LIBRARY and to the INDIANA ARCHIVES, upon termination of the agency. Remainder of volumes will be SOLD by the Supreme Court Librarian.
21	84-993	<b>ACCOUNTING RECORDS</b> File contains basic accounting records, including such items as paid purchase orders, claim vouchers, invoice vouchers, quietus, travel vouchers, and the Report of Collections.	DESTROY after receipt of STATE BOARD OF ACCOUNTS Audit Report and satisfaction of unsettled charges.
22	84-994	<b>SDO CHECKS</b>	DESTROY after six (6) years.
23	84-995	<b>RECORD OF FREE VOLUMES</b> Free volumes are sent to courts, other agencies, etc. This listing acknowledges receipt of the volumes by the recipient, number of volumes given, etc. It also includes pink copies of acknowledgments from recipients.	DESTROY after receipt of STATE BOARD OF ACCOUNTS Audit Report and satisfaction of unsettled charges.
24	84-996	<b>COPYRIGHTS RECORD</b> Record is a copyright on volumes of the courts as issued by the Register of Copyrights, U.S. Copyright Office.	TRANSFER to the INDIANA ARCHIVES, upon termination of the agency.
25	84-997	<b>CORRESPONDENCE</b>	TRANSFER to the INDIANA ARCHIVES, for EVALUATION, SAMPLING or WEEDING pursuant to archival principles; upon termination of the agency
26	84-998	<b>QUARTERLY CONTRIBUTION REPORTS</b> Contributions made to the "Employment Security Division", (Form 250R3), and the Department of Labor (Form OSHA 200 S).	DESTROY after receipt of STATE BOARD OF ACCOUNTS Audit Report and satisfaction of unsettled charges.
27	84-999	<b>PURCHASE RECORDS</b> Any person or entity purchasing a volume buys from this office. This record typically contains check stubs, vouchers, and correspondence.	DESTROY after receipt of STATE BOARD OF ACCOUNTS Audit Report and satisfaction of unsettled charges.